

*Auglaize County Public District Library Trustee meeting.
Meeting held at the Wapakoneta Library*

Pat Block called the meeting of the Auglaize County Public District Library Trustees to order at 4:05 p.m. on September 14, 2020.

Trustees present: Pat Block, Barbara Pelly, Cathy Maurer, Connie Schafer, Courtney Burton, Ron Peple, and Chuck Rowen

Also Present: Beth Steiner, Jenny Eyink, and Kristine Spyker

PUBLIC Comment:

No public attended the meeting

MINUTES FROM June 8, 2020

Minutes from the June 8th, 2020 meeting will be approved at the October meeting. No meetings were held in July or August 2020.

FISCAL OFFICER REPORT

Jenny Eyink discussed her financial officer report. Jenny discussed the status of PLF funding.

June, July, and August Financial Reports & Donations:

Jenny Eyink, Fiscal Officer, presented the financial information for July and August 2020

Motion by Chuck Rowen to show Board review of financial information listed here to include the following for July, August 2020 as presented:

Monthly Financial Statement, Payment Listing, Bank Reconciliation, Bank Statement, and Monthly Donation Sheet. Cathy Maurer seconded the motion.

Roll Call:

Ron –aye Connie – aye, Courtney – aye, Chuck – aye, Cathy – aye, Barbara - aye, Pat-aye

Policy Manual Changes:

The policy manual currently states:

“A holiday falling on a staff member’s day off is observed within 30 days before or after the actual date of the holiday. However, the holiday leave must be completed in the current calendar year. When a staff member receives paid holiday hours on the actual scheduled holiday date, he/she must use any remaining holiday hours before the end of that work-week.”

With our limited staffing, this policy was very difficult for the 4th of July holiday that fell on a Saturday. We would like to revise the policy manual:

A holiday falling on a staff member’s day off is observed within 30 days before or after the actual date of the holiday. However, the holiday leave must be completed in the current calendar year. When a staff member receives paid holiday hours on the actual scheduled holiday date, he/she must use any remaining holiday hours within 30 days before or after the actual date of the holiday.

Ron Pepple made a motion to approve the above change to the policy manual. Cathy Maurer seconded the motion.

Roll Call:

Ron –aye Connie – aye, Courtney – aye, Chuck – aye, Cathy – aye, Barbara - aye, Pat-aye

Pay Period Changes:

Jenny discussed the current pay periods cover Thursday thru the following Wednesday. For scheduling purposes, it would be much easier to schedule Sunday – Saturday; bi-weekly.

Chuck Rowen made a motion to change pay period coverage to Sunday – Saturday, bi-weekly, keeping the same pay dates. Pat Block seconded the motion.

Roll Call:

Ron –aye Connie – aye, Courtney – aye, Chuck – aye, Cathy – aye, Barbara - aye, Pat-aye

Approval of CRF:

Jenny discussed the Corona Relief Fund Grant Money. Various possible ideas were discussed including: bottle filling stations, PPE, camera systems, self check machines, motionless faucets/toilet flushers, and lap tops. Due to the limited staffing due to COVID-19, safety is a big concern. Camera/panic buttons would be an additional safety measure.

A motion was made by Barbara Pelly to establish fund 2801-Special Revenue Fund – Corona Relief Fund (CRF), increase estimated resources by \$150,000 for these monies, and increase appropriations for \$150,000 for the fund Motion was seconded by Connie Schafer

Roll Call:

Ron –aye Connie – aye, Courtney – aye, Chuck – aye, Cathy – aye, Barbara - aye, Pat-aye

Courtney Burton left the meeting at 4:55 pm.

LIBRARY SERVICES MANAGER

Kristine discussed the summer reading program and the use of Beanstack. Overall the use of Beanstack was a very positive experience.

Kristine discussed the updating of the children’s mural in the story time area of the Wapakoneta Library.

DIRECTORS REPORT:

Beth Steiner discussed the Director report.

Beth discussed all locations were currently doing inventory.

Connie Schafer left the meeting at 5:15 pm.

Beth discussed future plans for programming.

OLD BUSINESS:

None noted

NEW BUSINESS:

None noted

Motion by Chuck Rowen to adjourn at 5:34 pm, seconded by Barbara Pelly

All in favor: aye

Respectfully submitted,

Jenny Eyink, Fiscal Officer

Pat Block, Board President